

MANAL SAAD ALSUYAYFI

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PROFESSIONAL SUMMARY

I am a dedicated law student at King Saud University, passionate about education and committed to excellence. I have the ability to think critically, solve problems, and collaborate with colleagues to create positive outcomes

EDUCATION

King saud university
Bachelor of law
GBA: 4,60\5,00

EXPERIENCE

Elmam & Itqan Law Firm - Riyadh Jul. 2024 - Present

Job title

- Prepare legal documents for filing with courts and other government agencies
- Draft legal documents such as contracts, memoranda and briefs

Volunteering Contributions

The law club in king saud university - Riyadh

Infographic and motion graphic designer

- 55 hours
- Putting laws and regulations into infographic and animation templates and presenting them to the public

SKILLS

Microsoft word	Public Speaking
Microsoft Excel	Interpersonal
Microsoft powerpoint	Training
	Innovation
	Problem solving

Language

Arabic
English